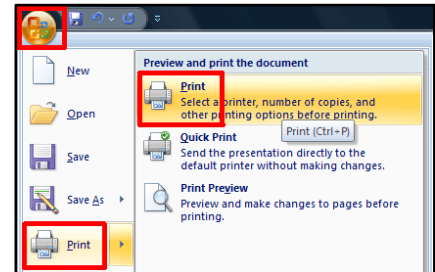


Saving PowerPoint 2007 Files as PDF Handouts¹

If you distribute PowerPoint files from your lectures, it will cut down on paper usage if you save your PowerPoint documents as PDF handouts. These instructions will help you do this on a PC.

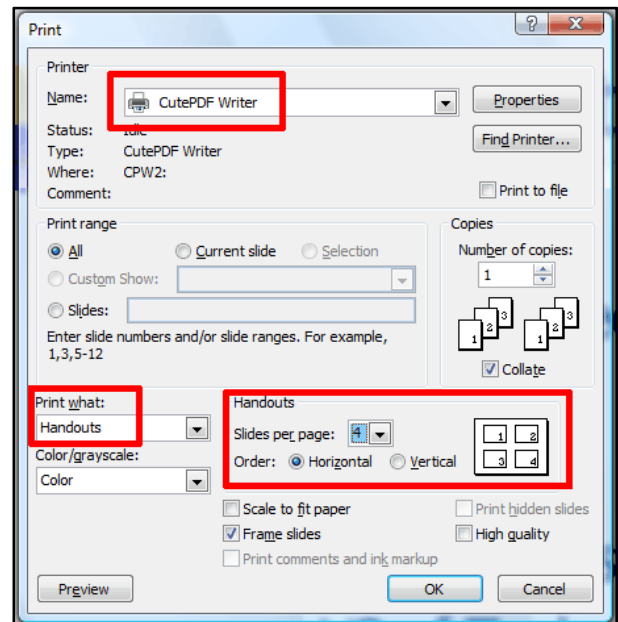
Click on the **Office Button** in the upper left corner and **Print** the PowerPoint document.



In the “Print” window, do the following:

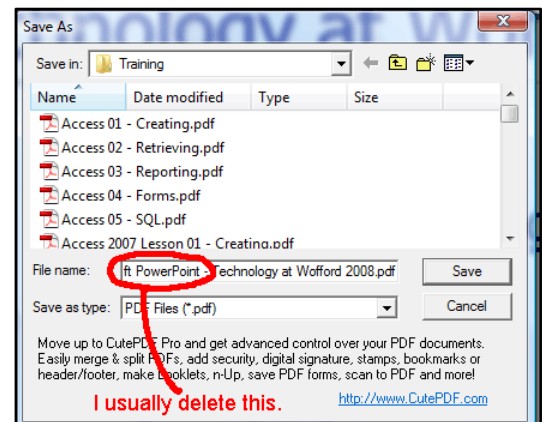
- **Printer Name: CutePDF Writer**
- **Print what: Handouts**
- **Slides per page and Order** are your choice. I usually choose 4 slides per page displayed horizontally on the page

Click on **OK** when you are ready to save the file as a PDF document.



In the “Save As” window, select the folder in which you want to save the PDF file.

I usually delete the “Microsoft PowerPoint –” phrase that CutePDF inserts in front of the name of the document.



¹ This lesson requires you to have the CutePDF add-on installed on your computer. If you do not, the Appendix to this lesson will tell you how to download and install CutePDF.

Appendix: Downloading CutePDF for PCs

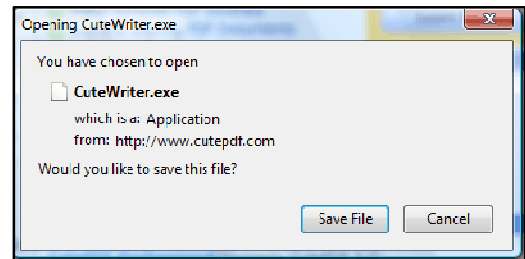
CutePDF is a freeware program that allows you to save Microsoft Office (Word, Excel, PowerPoint, etc.) files in a PDF format. To download CutePDF go to the URL below:

<http://www.cutepdf.com/>

Click on the **Free Download** link



Save the file to your desktop.



Click on the **Cutewriter.exe** icon to install the application.



You will see several standard installation windows as you install CutePDF application. This will include the installation of a PDF writing application called “Ghostwriter.”